

City of North Miami

ADMINISTRATIVE VARIANCE APPLICATION

*When approved, this variance must be validated
through issuance of a valid Building Permit.*

This application and supporting documents are submitted by:

(Owner of Property)

Application is made for:

(Type of variance requested)

Property address and legal description:

OWNER AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the proposed administrative variance, and that all statements and representations made are true and correct.

I acknowledge that I am subject to penalties of law, including the laws on perjury, and to possible revocation of this variance for any false or misleading statements in this application.

Sworn to and subscribed to
before me this _____ day
of _____, 200__.

Commission Expires

NOTE: Application for all types of Administrative Variances shall include the following:

- a. A **complete application form**.
- b. A **site plan** depicting the improvements to the property requiring a variance, specifically with respect to dimensions, proposed setbacks, heights, proposed landscaping and any other elements directly related to the request.
- c. A **survey of the property**, if required at the discretion of the Director of Community Planning and Development.
- d. Filing fee as follows:

1. Fence Height:	\$250.00
2. Carport:	\$50.00
3. Setback:	\$50.00

Upon receipt of the completed application, the Director of Community Planning and Development shall take action required by section 29-25 of the Code and either approve or disapprove the variance.

OFFICE USE ONLY

Current Zoning of property: _____

Has variance been requested as a result of a violation notice? _____

If yes, state the nature of the violation:

Date variance approved: _____

Permit Issued: # _____

Date Issued: _____